



City of Alameda • California

April 13, 2011

Dear President Hartigan and Members of the Library Board,

This letter is to bring you up to date on activities during the month of March, and to look forward to some of the projects which will be coming up.

Library Services Reports: (Consent Agenda). The February Activity Report is included in your Board Packet.

A random check in March of the computer workstations at the Main Library found all Internet workstations operational. It was a good technology day!

Executive Assistant Marsha Merrick is still out of the office recovering from shoulder surgery. If there are issues with the Board Packet, please let me know, because I did it myself.

Main Library Update. The solar panel project is moving forward and installation will be completed by the end of the month. The delay last month was waiting for the permit to allow work to begin; the unusual rainy weather also caused delays. Power switch over day will be rescheduled; crane lift day was canceled, pending a reschedule. In preparation for the panel support installation, holes were drilled in the roof for the support anchors and "patched" until the roofer was scheduled for the project. The rain got under some of the patches which caused leaks inside the library. The team from Sun, Light & Power and the City Public Works Department worked very hard with the Library Staff to minimize any damage to the facility and collections. Once the leaks were under control the roof was closely monitored by all throughout that stormy weekend. Once the sun came out on Monday all energies went into getting the anchor supports in place and the roofer sealing up all openings. Crane lift day was scheduled later that week and went off without a hitch. Adequate notification was given to the public, the lift finished in early afternoon and the parking lot was reopened by 3:30 p.m. All the drilling on the roof is complete, which was done before the library opened and it sounded like someone in a metal room with a metal bat, banging on the walls, now the work is mostly the "elephants overhead" kind of sound but much more tolerable. Sun, Light & Power was taken full responsibility for any damages, at this time the Library feels lucky that we "only" lost three books, three computer monitors, several acoustic ceiling tiles, some staff time, and the cost for the purchase of tarps to cover the collections. The solar system should be operational by the end of the month. The Energy Kiosk will be ordered and installed by Alameda Municipal Power who secured an outside grant to purchase and install the educational kiosk. There will be maybe six areas on the kiosk: real time monitoring of the Library's solar system, information about the Kill-a-Watt monitor lending program, some DIY energy efficiency videos, an online energy calculator, a "kids korner," and a link back to the AMP web site. The kiosk will be installed by the end of May. Estimated savings will be between 19%-20% of our current electric cost.

The city's new telephone system is working out the bugs. The issues with the phone tree have been corrected, calls to Reference are no longer dropping; the paging system now allows unlimited announcement time; and the public service desks numbers of rings have been adjusted. Thanks to

the City IT, staff is a little happier with the new phone system, although many are still getting used to the handsets.

The Wood Middle School, “Wood Museum of History” opened its doors on April 6. Supervising Librarian David Hall gave a few words of welcome at the opening reception. Library staff appreciated the increased self-control exhibited by the middle school students this year and the fact that the adult monitors kept the refreshments in the café space and the talking in the “indoor voice” range. The only issue this year was the game of water balloon tag in the parking lot and a balloon in the restroom toilet. Fortunately, the principal was witness to the restroom overflow and will deal with the offenders himself. Come to the meeting a little early and check out the exhibits, as usual, the students did an amazing job with many of their “artifacts.”

Technology Resource Services Librarian Marlon Romero is launching a new self-paced Computer Foundations class. This computer-based training class using education software from LearnKey will be offered every Sunday from 1:00 – 5:00 p.m. No advance sign-ups required. Students will come in and use our computers to listen to video training tutorials that help them learn the basic principles of using a computer. There are also lab exercises and quizzes in the software. Participants will work independently however, Marlon and a volunteer will be available to assist and field any of student questions. The video training is self-paced, students can pause, rewind, forward, skip and repeat the training videos. There are two sessions (Beginner and Intermediate) with a total of 3.5 hours of video play time from start to finish.

Behavior in the Library Policy. Library Staff have been working on updating the Behavior in the Library Policy. Staff revisions were sent to the City Attorney’s office for approval and review. The draft policy is in the Board Packet for you to review prior to the meeting. Upon approval by the Library Board the policy will be posted at all three libraries and also reduced in size as a handout for the public.

Across the Pages. The Community Reads Program, *Across the Pages* ended March 31. The Backyard Farmer / Urban Consumer Resource Fair was a huge success. Librarian Karin Lundstrom deserves all the credit for the number and variety of presenters at the fair. A scene from the play, “The Beekeeper” was presented, representatives from Alameda Backyard Farmers, local organic businesses, home delivery of organic fruits & vegetables, etc. greeted attendees from 11:00 a.m. to 3:00 p.m. and the food samples were plentiful & delicious! Novella Carpenter, who is the author of our “Reads” book, *Farm City*, came to speak to about 50 enthusiastic people to close the month and wrap up our program. The Seed Library continues to provide orientations to small groups and lend out seed packets. The Tool Lending Library has yet to really get going; the Library decided it prudent to ask borrowers to sign a WAIVER AND INDEMNIFICATION form acknowledging that he or she is capable of using the tool in a safe and proper manner. The form has been approved by the City Attorney’s office so the first tools will be checked out very soon.

Neighborhood Libraries Improvement Project (NLIP). Gradually this project is wrapping up. The last of the furniture has been delivered to the Bay Farm Island Library. The largest portion of the Debey Zito art piece was installed over the March 18-19-20 weekend. Artists Debey Zito and Terry Schmitt will return on Friday, April 8 to add the rabbit frieze which will complete their installation. Everyone who has seen that piece in person has absolutely loved it. I’m told that it really does “feel” like it was always a part of the building and it is very beautiful. Supervising

Librarian Arta Benzie-Youssef said that the installation was like piecing a puzzle together and was quite fascinating to watch. Owen Smith will hang the first of his two paintings on April 8 and expects to have the second painting completed in time for the Artist Reception on April 16, however it may not be completely dry, which means it may not be ready for hanging. Otherwise, the invitations to the Artist Receptions have been sent and Arta is ready for the dedications.

An odd development is the misconception by the public that an electric transformer box outside in front of the Bay Farm Island Library is a book return. A couple of people have actually “returned” books through the vents on the transformer and we have to call maintenance to open the high voltage box to retrieve the library materials. Previously the box was covered with ivy, after the planting area was cleaned up; it appeared as a rusting eyesore so ARPD kindly repainted the box the matching trim color. The transformer belongs to the City, not Alameda Municipal Power but AMP put high voltage warning stickers on the exterior. City Maintenance will add a screen to the inside of the vents hopefully preventing people from pushing books into the “slot.” Library Staff have added signs to the box indicating that it is NOT a book return. The Library Maintenance Assistant will clean up and re-label the original book return at the foot of the walkway. The situation is funny and odd at the same time.

The West End Library landscaping will be complete by April 13 Library Board meeting. At the time of this writing, Dennis thinks there is maybe two more hours planting work to finish. The banner sign posts & solar lights for the sign post are the last items for the landscaping, which may have to wait until Marsha returns to work. Dennis needs Marsha to accompany him to Home Depot with a city credit card to purchase the supplies.

Project Manager Laurie Kozisek has provided a summary of expenses to date (April 5, 2011). It is a separate pdf in the Board Packet. Unfortunately, Laurie will be out of town next week and unavailable for answer questions regarding the budget.

California State Budget Reductions to Public Libraries. The Budget Conference Committee has recommended keeping minimum funding for Library Services in the State Budget. A legislative update from the California Library Association Lobbyists is included in the Board Packet. On a parallel path, our library cooperative, the Pacific Library Partnership, is surveying all member libraries to prioritize member services so they will be prepared for a possible 50% reduction in State funding support. Highest on the list for preservation for our library is the delivery service between libraries throughout the State with negotiated discounts & bundling of our databases.

Library Legislative Day in Sacramento that was scheduled on March 30 has been rescheduled for Wednesday, May 18. More information will follow as it becomes available.

Library Foundation. The Foundation met on March 21. Several prospective Board Members were discussed but there was not a voting quorum present so an email vote will be conducted to approve inviting these prospective members to the next Foundation meeting. The Foundation discussed the success of the reopening of the Bay Farm Island Library and is looking forward to the Artists Receptions on April 16.

The Live @ the Library committee has begun meeting to plan for the next fall concert series. The success of the SF Opera Guild *Magic Flute* program is leading up to a possible SF Opera Guild

program of holiday music which would also be appropriate for families. The dates for the 2011 concert series have been set for September 24; October 22 and November 19 with the possibility of a December holiday concert. President Luzanne Engh is also talking with Frederica von Stade who is working with a children's chorus in Berkeley. They may grace Alameda with a performance in the late winter or early spring.

The next Foundation meeting will be on Monday, April 18 in the Family Study Room at 7:00 p.m.

Friends of the Library. The next Friends of the Library Book Sale is May 6-7-8 at the O Club. The Friends are still taking volunteers willing to work the book sale weekend, contact Adair Jorgensen if you are interested in volunteering.

The Friends discussed participating in the Meals On Wheels fundraising event on July 17. The event is held at Rock Wall Winery and offers various non-profits table space at the event to publicize their organization, recruit new members, and their advertise programs. The Friends will discuss sharing the opportunity with the Library Foundation.

The next Friends meeting will be on Monday, April 18 in Stafford Room B at 7:30 p.m.

Alameda Reads. New Literacy Director Sue Mark began working on March 23. She is working a transition period with former Literacy Director Jordona Elderts. Last week they conducted a tutor training together and will finish the tutor training this week. The rest of this month Jordona will work with Sue in doing Tutor-Learner matches. Jordona will officially leave Alameda Reads by the end of April.

Draft Art Donation Policy. The Art Display Committee is not ready to bring the second draft of the Art Donation Policy forward.

Activities and Events.

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| April 2 | Spanish Story Time & Singalong. 10:30 a.m. West End Library (every other Saturday) |
| April 4 | Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room |
| April 5 | Introduction to Computers. 10:00 a.m. Main Library, Computer Lab |
| April 5 | Paws to Read. 3:45 p.m. Main Library, Felker Programming Room (also April 12, 19, 26) |
| April 6 | Wood Museum of History – Opening Reception. 6:30 p.m. Main Library, Stafford Room |
| April 6 | Introduction to MS Access. 6:00 p.m. Main Library, Computer Lab (also April 13, 20, 27) |
| April 7 | Arm Chair Travel Program: Norway. 7:00 p.m. West End Library |
| April 11 | Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room |
| April 11 | Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room |

April 12 Alameda Great Books Club. 6:00 p.m. Main Library, Family Study Room

April 16 Artist Receptions. 2:00 p.m. Bay Farm Island Library ; 4:00 p.m. West End Library

April 18 Beginning Book Club. 3:30 p.m. Main Library Felker Programming Room

April 18 Library Foundation Meeting. 7:00 p.m. Main Library, Family Study Room

April 18 Friends of the Library Meeting. 7:30 p.m. Main Library, Stafford Room B

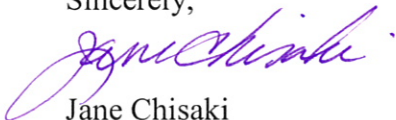
April 19 Social Networking using Facebook. 6:00 p.m. Main Library, Computer Lab (also April 26)

April 20 Frieda & Diego – Art Docent Talk. 7:00 p.m. Main Library, Stafford Room

April 24 All Libraries Closed in Observance of Easter

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at jchisaki@ci.alameda.ca.us or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,



Jane Chisaki
Library Director